

# Los Alamos National Laboratory <sup>3</sup>/<sub>4</sub> Supplemental Instructions

Section: 4 Administrative Matters

Subject: 4.10 In-House Reviews and Approvals

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**PURPOSE:** This supplemental instruction (SI) prescribes required reviews and/or approvals for acquisition of certain goods and services.

**POLICY:** The acquisition of the goods and services specified in Exhibit 4.10a requires review and/or approval by designated Laboratory subject-matter experts to ensure that safety, security, quality assurance, and other requirements of the Laboratory's prime contract are adhered to.

**SCOPE:** This SI applies to all transactions for the purchase or rental of the goods or services identified in Exhibit 4.10a, *Goods or Services Requiring Laboratory Review and/or Approval*.

## PROCEDURES:

### When to Obtain Internal Approvals

When required, in-house reviews and/or approvals must be obtained prior to execution of a solicitation or award.

### Obtaining Approvals

If a required review and/or approval has not been obtained prior to receipt of the Purchase Request (PR), the procurement specialist must

- Advise the requester of the pre-procurement requirement and forward the PR and any supporting documentation to the designated Laboratory organization (see Exhibit 4.10a) for action; and
- Monitor the review and/or approval process and expedite, if necessary, to ensure timeliness of award.

**Approval** — If the acquisition is approved, the procurement specialist may proceed with the timely processing of the PR.

**Disapproval** — If the acquisition is not approved, the procurement specialist must advise the requester of the reason and/or nature of the disapproval and work with the requester to modify the requirement to make it acceptable or cancel the PR.

### Documentation

The reviewing and/or approving authority's approval or disapproval must be documented in the procurement file. If disapproved, the reason and/or nature of the disapproval must also be documented.

## RESPONSIBILITIES:

The procurement specialist must

- Review PRs upon receipt for the necessity of in-house reviews and/or approvals;

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- If necessary, advise the requester of the requirement to obtain in-house reviews and/or approvals, forward the PR to the appropriate subject-matter expert, and monitor the process to ensure timely review and approval;
- If approved, document receipt of the review/approval in the procurement file and proceed with the procurement; and
- If not approved, advise the requester of the reason and/or nature of the disapproval and work with the requester to modify the requirement to make it acceptable or cancel the PR.